



# The Sisters of the Sacred Hearts of Jesus and Mary

## Care Philosophy

The underlying principle which fashions the philosophy of care at any place run by the Sisters of the Sacred Hearts of Jesus and Mary is a Christian one. Our aim is to promote a positive, caring environment which focuses upon and addresses the needs of each person in our care or to whom we provide a service.



## JOB PROFILE

<b>Department</b>	Teaching and Learning
<b>Job Title</b>	Literacy Subject Lead
<b>Reports To</b>	Associate Principal
<b>Responsible to</b>	Principal
<b>Level / Grade</b>	TLR2
<b>Job Purpose</b>	<p><b>This is a Teaching and Responsibility post and, as such, requires you to be responsible for ensuring the continued delivery of high-quality teaching and learning, raising standards in Literacy and Communication, for which you are made accountable.</b></p> <p>You are engaged as a teacher and as such shall carry out the professional duties as provided for under the School Teachers' Pay and Conditions Document.</p> <p>The post requires you to teach students in the age range 7 – 19yrs.</p> <p>Responsible for communicating to the whole staff on developments in your curriculum area.</p>

## JOB DESCRIPTION

### **Principle Duties and Responsibilities**

#### **Main Tasks**

1. To ensure statutory requirements of National Curriculum for your subject/area are met.
2. To be responsible for the leadership and development of your subject, working with the Curriculum Teachers as appropriate and reporting to the Governing Body Committees through termly report sheets and other reports as necessary.



3. In line with our Monitoring programme, to take responsibility for monitoring standards and to advise on actions necessary to improve standards in your subject area throughout the school.
4. To make sure that long term, medium planning, short term and individual student planning is carried out and implemented by teachers within the framework of school policy and procedures.
5. To have overall responsibility for the supervision of the support staff who are supporting students in Literacy.
6. To be responsible for induction, mentoring and supporting the professional development of all staff involved in the delivery of Literacy.
7. Take a lead role within the Department and wider school on developing communication and interaction across the school.
8. Work closely with the Speech and Language Therapists to develop and implement a communication strategy across the school.
9. To monitor the implementation and impact of the communication and interaction strategy across the school.
10. In line with the School Assessment Policy, to review and, if necessary amend the current system of recording, monitoring and evaluating student's progress, including end of year assessments
11. To prepare and review, annually, the Subject Development Plan, feeding into the School Improvement Plan.
12. To be involved in the overall review and updating of the School Improvement Plan.
13. To demonstrate good practice in your subject area, using a range of teaching and learning styles and to support all staff that teach or provide teaching support within the subject area.
14. To be aware of new initiatives in your subject area and to develop links with support and other outside agencies. To then advise other colleagues accordingly, e.g. development of INSET in consultation with our Continual Professional Development Co-ordinator, and leading staff meetings.
15. To be aware of, and to work with our ICT Leader to inform all teachers of ICT about developments and resources in relation to your subject area.
16. To control, evaluate and requisition materials and resources for your subject/area, including the Library and Literacy support groups, within the appropriate subject budget.
18. To maintain an up-to-date list of resources available and to co-ordinate the use of a suitable safe, tidy and efficient storage and retrieval system. To be responsible for the management of the School Library, as defined in your Annual Development Plan and in our current School Improvement Plan, working with the designated person as appropriate.
19. To be responsible for the preparation, implementation and regular review of the Policy Documentation for your subject/area, (i.e. Policy Statement/Guidelines and Scheme of Work).
20. To establish and maintain communication with the link Governor for your subject area, keeping them fully aware of all developments, and communicating these with parents as appropriate.



21. To monitor and evaluate Teacher assessments/test results as appropriate and general students' progress, advising the Teaching and Learning Team on action required to raise standards and evaluating the impact of such actions.
22. To work with the Assessment Manager to ensure that the systems in place for assessment have a direct impact on raising standards in the classroom.
23. To be responsible for all aspects of assessment and for leading the analysis of data and the improvement of the effectiveness of assessment for supporting student achievement
24. To promote a love of reading and Literacy by, for example, organising 'book related' events, monitoring the effective use of the Library and other Literacy developments and projects.
25. To maintain and manage records of all current practice and developments in Literacy across the school

### **Quality Assurance**

26. In line with our Monitoring programme, to take responsibility for monitoring standards and to advise on actions necessary to improve standards throughout the school, taking account of students individual needs.

### **Personal Development**

27. Further develop knowledge in teaching students with special educational needs, including those with complex learning needs
28. Undertake relevant training and development as required, including behaviour management and safeguarding training.

This job description is not necessarily an exhaustive list of duties but is intended to reflect the range of duties the post-holder will perform. The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post holder.

Posts working with children and/or vulnerable adults will be subject to an enhanced DBS. Field Heath House School is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

*We recognise the value and worth of those people who we work with and seek to uphold standards of the highest quality. This is to reinforce the dignity and respect of the individual in an atmosphere which is warm, caring, stimulating, accepting and free from all forms of prejudice and discrimination. This means a true partnership between the organisation, parents/carers and authorities or other stakeholders, which will promote the physical, intellectual, emotional and social development of our young people or others in our care, in order that they may achieve their full potential.*

**The Post Holder is expected to uphold the Christian ethos of the school.**



Post Holders Name: \_\_\_\_\_

Post Holders Signature: \_\_\_\_\_

Date: \_\_\_\_\_



<b>PERSON SPECIFICATION</b>		
<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b><u>Qualifications and Training</u></b>	<ul style="list-style-type: none"> <li>• UK recognised qualified teacher status</li> <li>• Degree or equivalent</li> </ul>	
<b><u>Knowledge and Experience</u></b>	<ul style="list-style-type: none"> <li>• A good/outstanding teacher. Part of the interview process will involve a lesson observation</li> <li>• Knowledge and understanding of the National Curriculum</li> <li>• Experience of differentiating learning for students with severe and complex needs SEN</li> <li>• Experience of setting individual education plans</li> <li>• Experience of assessing students with SEN</li> <li>• Experience of writing progress reports for students with SEN</li> <li>• ICT literate</li> </ul>	<ul style="list-style-type: none"> <li>• Working knowledge of Functional Reading</li> <li>• Experience and/or training in managing challenging behaviours</li> <li>• Experience of working as part of multi-disciplinary educational team</li> </ul>
<b><u>Skills and Abilities</u></b>	<ul style="list-style-type: none"> <li>• Excellent organisational skills.</li> <li>• An imaginative and creative approach to learning</li> <li>• A hardworking, dynamic, enthusiastic and flexible approach to tasks and problem solving</li> <li>• Ability to manage your workload and work under pressure</li> <li>• Ability to work as part of a team</li> </ul>	
<b><u>Personal Attributes</u></b>	<ul style="list-style-type: none"> <li>• Ability to manage and motivate class team</li> <li>• A flexible approach to work</li> <li>• Excellent interpersonal, written/oral communication skills to a range of audiences, colleagues, parents and other professionals.</li> <li>• A desire to continue the development of professional skills</li> <li>• Commitment to the ethos and practices of the school. promote a positive image of the school</li> <li>• A commitment to equality and diversity</li> </ul>	